

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Deputy Mayor
- Revision Date: 08/2014
EEO Category: Exempt
Status: Exempt (Admin.)
Control No: 20107

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category I position under the direction of the Mayor performs highly responsible staff and administrative work covering a broad range of municipal activities. Extensive responsibility is involved in providing professional advice, assistance, and recommendations on matters of overall City concern, both to the citizens and employees of Sandy City. This is a professional work requiring a high level of analytical and communications skills.

III. Essential Duties:

- Assists the Mayor in developing policy in all areas of legal obligation for Sandy City Corporation as defined in State and Federal Statute, local ordinance, administrative codes, policies and procedures.
- Assists the Mayor in developing and implementing programs to determine citizen needs, effectiveness of City programs or services; design and implement citizen participation programs; receives, resolves or refers complaints. Supervise, direct and evaluate other city employees at the request of the Mayor. Assist in hiring, training, disciplining and motivating employee(s) supervised.
- Assists in the planning of management tools relating to budget, capital improvements, and grants.
- Assists the Mayor in handling complex problems regarding City services. Coordinates the operations of assigned city departments in accomplishing global city objectives and policies. Advises Department Division Heads regarding establishment of goals and future plans for their departments. Represents the interest of the city before federal, state, and county agencies as well as community organizations.
- Coordinates preparation of reports to the Mayor including recommendations concerning various municipal problems and their solutions through appropriate policy development. Assists in monitoring and development of the city-wide budget.
- Briefs the Mayor, Cabinet and City Council on significant issues vital to the well being and interests of Sandy City; arranges conferences; serves as liaison with public and private agencies, groups and individuals; plans and coordinates the city lobbying program; acts as legislative analyst; prepares news releases and information pamphlets; acts as public relations advisor.
- Reviews policies and procedures established by the departments of Sandy City to ascertain their interface with policy development of the mayor. Recommends changes in City departmental policies where appropriate.
- Represents the City and more specifically the Council and Mayor at conferences and meetings; delivers speeches and represents the Mayor at public and private functions; testifies at public hearings.

IV. Marginal Duties:

- Performs other duties as required.

V. Qualifications:

Education: A graduate degree in public administration, business management, law or related field is preferred.

Experience: Requires five years of directly related work experience, including four years supervisory and municipal administration background and experience.

Certificates/Licenses: Valid Utah Driver's License is required.

Probationary Period: Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Principles and practices of municipal administration, as well as a good understanding and knowledge of the functions of municipal government; considerable knowledge of the laws, ordinances and regulations relating to municipal corporations in Utah; principles of management, supervision, planning, budgeting, governmental finance and personnel principles and practices. Ability to coordinate and assist in evaluating a variety of municipal programs; ability to make acceptable professional recommendations on short and long-term policy development concerning matters of major importance to the citizens and administration of Sandy City.

Responsibility for: Providing professional advice, assistance, and recommendations on matters of overall City concern, both to the citizens and employees of Sandy City.

Communication Skills: Regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; influencing of others to obtain the desired results. Ability to communicate effectively verbally and in writing.

Tool, Machine, Equipment Operation: Requires regular use of office equipment, including a personal computer, printer, copier and telephone system. Regular use of a city or personal vehicle.

Analytical Ability: Prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, Department Heads and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations; ability to organize, delegate and establish meaningful goals.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls, operates a vehicle; and frequently communicates with others. Some physical exertion is present due to walking, stooping and kneeling. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually moderate. Considerable exposure to stress and fatigue caused by personal accountability for high impact decisions; balancing multiple conflicting priorities, and decisions that are subject to criticism and interpersonal conflict; regular evening and weekend work is required to attend meetings and meet deadlines; constant attendance is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____